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690 Chesterfield Pkwy W • Chesterfield MO 63017-0760  
Phone: 636-537-4000 • Fax 636-537-4798 • [www.chesterfield.mo.us](http://www.chesterfield.mo.us)

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May 1, 2014

Dear Consultant:

The City of Chesterfield is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than five pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Chesterfield. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

If your firm would like to be considered, please e-mail your letter of interest as a PDF file along with an Affidavit of Compliance with the federal work authorization program and a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) to Kimberly Streicher at [kstreicher@chesterfield.mo.us](mailto:kstreicher@chesterfield.mo.us). All letters of interest must be received by 1:00 pm, May 16, 2014 to be considered for this project.

Sincerely,

Kimberly Streicher, P.E.  
Civil Engineer

| City of Chesterfield Schoettler Road Bridge Replacement   |  |
|---|--|
| Federal Aid No:   | <b>BRM-5410(623)</b>   |
| Location:   | Schoettler Road over Creve Coeur Creek (between Sycamore Manor Drive and Greenleaf Valley Drive)   |
| Proposed Improvement:   | Replacement of existing bridge and associated roadway/sidewalk work to tie back into existing roadway.   |
| Length:   | 0.1 miles  |
| Approx. Construction Cost:  | \$1,750,000  |
| DBE Goal Determination:   | 12%  |
| Consultant Services Required:   | <p>The <u>engineering responsibilities</u> may include but are not limited to the following: Surveying, Geotechnical Investigation, Hydraulics and FEMA No-Rise Certification, Preliminary Plans, Right-of-Way Plans, Final Plans, Job Special Provisions, Construction Estimates, Coordination with MoDOT, Drainage Design and MSD permitting, Utility Coordination.</p> <p>The <u>hazardous waste inspection responsibilities</u> may include but are not limited to inspection of the project prior to bid advertisement for asbestos and lead paint. The accompanying hazardous waste reports <b>MUST</b> be in the bid proposal.</p> <p>The <u>construction inspection responsibilities</u> may include but are not limited to the following: work with contractor on behalf of the City, assist with preconstruction conference, perform site inspection, prepare change orders, inspect construction materials, check shop drawings, conduct construction tests and inspections, be present during critical construction operations, work with City to do full time inspections and reporting, participate in final inspection.</p> |
| Other Comments:   | City staff will handle right-of-way negotiations, compile the bidding documents and manage the bidding process.  |
| Contact:  | Kimberly Streicher, P.E.--Civil Engineer<br>kstreicher@chesterfield.mo.us<br>All questions & submittals via e-mail. Phone inquiries not accepted.  |
| Deadline:   | 1:00 pm (local time) Friday May 16, 2014   |
| <ul style="list-style-type: none"> <li>Submit: Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The letter of interest should be received at the contact e-mail address by the time specified. <b>Also include in e-mail</b> your Affidavit of Compliance with the federal work authorization program and a copy of your firm's E-Verify Memorandum of Understanding.</li> </ul> |  |

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

|                                       |    |            |
|---------------------------------------|----|------------|
| Experience and Technical Competence - | 30 | Max Points |
| Capacity and Capability -             | 30 | Max Points |
| Past Record of Performance -          | 40 | Max Points |